



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



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MINUTES OF SPECIAL SUVIDHA SAMAGAM HELD ON 05/03/2026 AT RO, CHANDIGARH

A Special Suvidha Samagam was held on **05/03/2026** at 03:00 PM at Regional Office, Chandigarh.

Following officials participated in the Suvidha Samagam:

1. Sh. Manjeet Sehrawat, Deputy Director, RO, ESIC, Punjab
2. Smt. Loveleen Singh, Branch Manager, Chandigarh
3. Smt. Punam Arora, Branch Manager, Mohali
4. Sh. Sanjeev Madaan, Branch Manager, Dera Bassi
5. Dr. Rakesh Kumar, E.S.I Hospital, Chandigarh
6. Sh. Rohit Sharma, Vasudev Print, Dera Bassi
7. Sh. Pardeep Attri, Attri Legal Service, Dera Bassi Association

The Suvidha Samagam was presided over by Sh. Manjeet Sehrawat, Deputy Director, RO, ESIC, Punjab. The grievances and issues / suggestions discussed as under –

1. Sh. Pardeep Attri has expressed concern that his dispensary is still reflecting under the jurisdiction of the Branch Office, Patiala. In addition to this he also expressed his concern that for the past 15 days, the online system has been showing Mohali district as a Non-Implemented area. In this regard, Sh. Manjeet Sehrawat has issued directions to coordinate with the IT Helpdesk and follow up on the matter consistently to ensure the necessary updates are made.

(Action to be taken by ICT Branch)

2. It has been reported by Sh. Pardeep Attri that the current window for employees to submit bill claims in Mohali is limited to 09:00 AM to 12:00 PM, available only once a week. This restricted timeframe is considered insufficient to cater to the requirements of the employees. In response to this, Sh. Manjeet Sehrawat, has directed to issue a letter to the DHS to take necessary action to extend these hours and increase the frequency of submission days to atleast TWO DAYS per week to ensure better accessibility for employees.

(Action to be taken by SMO Branch)

3. Shri Pardeep Attri has suggested that if the salary of an Insured Person exceeds ₹21,000, the online portal should display a clear bifurcation of the salary. Specifically, the 'Basic Salary' and 'Overtime' components should be shown separately. In this regard, Shri Manjeet Sehrawat has directed to Consult with IT Helpdesk and add this suggestion in the COSS (Code on Social Security) .

(Action to be taken by ICT Branch)

4. "Sh. Pardeep Attri expressed concern regarding the new Aadhaar cards, noting that they no longer feature 'S/O' (Son of) or 'D/O' (Daughter of) details. In the absence of a PAN card, this leads to the stalling of the Insured Person's (IP) registration. In response, Sh. Manjeet Sehrawat clarified that authentication is mandatory; however, if an IP is enrolled with any Government Department, their details can be retrieved from those existing records."

5. Shri Pardeep Attri has raised a concern regarding the difficulties faced when challans are incorrectly uploaded, noting that while smaller amounts can be edited, larger amounts currently lack a rectification option on the portal. Highlighting that systems such as PF and GST allow for the rectification of submitted challans in the subsequent months, he suggested that a similar mechanism be implemented for E.S.I. to streamline the process. In response to this, Shri Manjeet Sehrawat has directed that the matter be forwarded to the Headquarters (HQs) for further consideration

(Action to be taken by ICT Branch)

6. Branch Manager, Dera Bassi, has brought to notice that the branch office is facing severe deficiencies in basic amenities, specifically the non-availability of clean drinking water for staff and visitors alongside critical sewage and toilet blockages within the premises. These issues are causing significant hygiene and health concerns, hindering the daily operations of the office. In response to this, Shri Manjeet Sehrawat has directed to send a U.O. Note to General branch.

(Action to be taken by General Branch)

The Samagam ended with vote of thanks to chair.